



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO
NAVAIRINST 5603.1E
AIR-7153
11 Feb 87

NAVAIR INSTRUCTION 5603.1E

From: Commander, Naval Air Systems Command
To: Deputy Commanders, Assistant Commanders, Comptroller,
Command Special Assistants, Program Directors, Designated
Program Managers, Program Coordinators, Directorate
Directors, and Office and Division Directors

Subj: REPRODUCTION AND PRINTING SERVICES

1. Purpose. To outline reproduction and printing available to the Naval Air Systems Command Headquarters (NAVAIRHQ) through the Operations Management and Support Division, Management Support Branch, Printing and Publications (AIR-7153A) and responsibilities for providing and obtaining them.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5603.1D of 23 October 1980. Since this is a major revision, changes have not been indicated.

3. Regulations. Reproduction or printing of documents through AIR-7153A is governed by Government Printing and Binding Regulations, published by the Joint Committee on Printing, Congress of the United States; and Department of the Navy Publications and Printing Regulations (NAVSO P-35). Composition of text matter for Navy publications is governed by SECNAV Instruction 5602.4. License rights to reproduce copyrighted material in Navy publications are governed by policies and procedures in NAVPUB Instruction 5870.1.

4. Services. The reproduction and printing services listed below are available through AIR-7153A. Companion requirements for a finished product; that is, assembling, drilling, stapling, and trimming will be accomplished when applicable.

a. Services Available in NAVAIRHQ

(1) Quick Copy. Self-Service electrostatic copying machines are located throughout the NAVAIRHQ complex. Quantity requirements exceeding 15 copies per document will be submitted to AIR-7153A.

(2) Offset Duplicating. A process of reproducing copies from an offset paper master. Originating offices will submit documents to be reproduced on white bond paper, prepared with

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black typewriter ribbon or black ink. Corrections must be neat and clean, preferably made with correction tape, rather than a paint-on correction fluid or a "type-over" correction paper. Clean erasures are acceptable. Offset masters will be made photographically reducing or enlarging the image as needed. Copies will be produced as requested in quantities not exceeding limitations noted in paragraph 5g of this instruction. Original and three copies of form DD 283, Defense Printing Service Requisition - Short Form, will be submitted to the Defense Printing Service representative, room 210, JP-2.

b. Services Available Outside NAVAIRHQ

(1) Printing. A broad term used to describe reproduction accomplished by lithographic or letterpress method. Printing also includes the process of composition, photolithography, platemaking, presswork, and binding. This service is available for long-run forms and directives, pamphlets, manuals, posters, charts, etc. An original and seven copies of form DD 282, DOD Printing Requisition/Order, will be submitted to AIR-7153A.

(2) Microfilm. Microfilm is the production of miniature photographic copies of documents, and the enlargement and reproduction of such copies. Requests for microfilm, with the exception of technical publications and microfilm mounted in aperture cards, will be reviewed for feasibility and economy by the Administrative Policy Section (AIR-71532). When approved, the microfilming will be accomplished by outside sources through the facilities of AIR-7153A. An original and seven copies of form DD 282 will be submitted to AIR-7153A. Requests that apply to the excepted items above will be referred to the Logistics and Maintenance Policy Division, Integrated Logistics Support Policy Branch, Technical Documentation Officer (AIR-4111B).

(3) Miscellaneous. Processing of blueprints, vandykes, photostats, ozalids, when copy requirements exceed limitations of paragraph 5g of this instruction or any other miscellaneous reproduction media will also be accomplished by outside sources through the facilities of AIR-7153A. An original and seven copies of form DD 282 will be submitted to AIR-7153A.

5. Limitations

a. Personal items will not be reproduced on quick copy machines or accepted for reproduction by AIR-7153A.

b. Reproduced copies will utilize both sides of the paper except for quick copy, unless one-sided reproduction is proved essential.

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c. The use of two or more colors of ink for duplicating or printing must be justified.

d. Blank forms will not be reproduced without approval of AIR-71532.

e. Documents to be reproduced will not be a duplication of stocks available in the supply system.

f. Printing or duplicating services will not be requested when other means of reproduction (typing, rubber stamping) are more economical or when multiple routing will suffice.

g. Copyrighted material will not knowingly be reproduced without the written consent of the copyright owner.

6. Authorization to Reproduce Classified Documents

a. Top Secret (TS). Those portions of documents that contain TS information will not be reproduced without the consent of the originating activity or higher authority. Requests for reproduction will be submitted to Commander, Naval Air Systems Command via the Security Division (AIR-714) for approval. Upon approval, AIR-714 will control and reproduce all TS documents received for reproduction.

b. Secret. Copies and extracts of Secret documents may be made of Department of Defense (DoD) Secret information with approval at office head or division director level and above, except when the originator of the document expressly prohibits reproduction. For record purposes authority for reproduction of classified documents may be indicated on the route sheet affixed to the document. Documents classified Secret originating outside DoD will not be reproduced without the consent of the originating activity. Reproduction will be accomplished as prescribed in paragraph 7b(1) of this instruction.

c. Confidential. DoD documents may be reproduced as need arises, provided no restrictions are stated in the document.

d. Foreign Origin Classified Information (North Atlantic Treaty Organization (NATO)). Copies and extracts of NATO Secret documents and below may be reproduced with approval at office head or division director level and above, except when the originator of the document expressly prohibits reproduction. For record purposes, authority for reproduction of NATO documents may be indicated on the route sheet affixed to the document. Reproduction will be accomplished as prescribed in paragraph 7b(2) of this instruction.

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7. Responsibilities

a. AIR-7153A will

- (1) furnish reproduction and printing services;
- (2) prepare requisitions for Government Printing Office and contract printing;
- (3) provide NAVAIRHQ with a publications acquisition service;
- (4) define and enforce regulations concerning printing and reproduction requirements;
- (5) procure technical writing, editing, proofreading and graphic services necessary in the preparation of material for printing; and
- (6) return originals and completed copies to the originator or action desk, Secret Mail and Files Section (AIR-71543) or AIR-714 as appropriate.

b. AIR-71543 will

- (1) control all Secret documents received for reproduction. Secret documents authorized to be reproduced will be delivered to AIR-71543. Documents of 10 or less pages and requiring not more than 10 copies will be reproduced on an electrostatic copying machine located in AIR-71543. Larger documents and those requiring more than 10 copies will be delivered by AIR-71543 to AIR-7153A, and
- (2) control and reproduce all NATO Secret documents and below received for reproduction.

c. The requesting office will

- (1) ensure that there is a definite official need for all copies requested to be reproduced;
- (2) consult AIR-7153A, well in advance of the time that the finished product is required, for advice in planning and preparing specifications pertaining to composition and format. Consideration must be given to layout, design, preparation of manuscript, most desirable method of production, distribution of delivery, and other factors pertinent to a complete printed product;
- (3) ensure compliance with all specific procedures governing the type of documents to be reproduced. Some examples of documents governed by specific procedures are: Naval Air

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Systems Command (NAVAIR) instructions and notices (NAVAIR Instruction 5215.5F); NAVAIR forms (NAVAIR Instruction 5213.3D); multiple address letters (NAVAIR Instruction 5216.8B);

(4) plan reproduction requests to allow sufficient production time for delivery without resorting to premium pay for overtime;

(5) prepare and submit complete specifications and proper requisition as indicated in paragraph 4 of this instruction;

(6) mark classified documents submitted for reproduction with the proper classification, and downgrading or declassification information, and indicate classification on the requisition. When using self-service copying machines, properly safeguard documents reproduced and dispose of waste material following applicable security procedures;

(7) obtain from the originator written permission to reproduce TS documents, submit the document along with request for reproduction to AIR-714 for approval, control, and reproduction as prescribed in paragraph 6a of this instruction;

(8) forward all Secret, NATO Secret and below documents for control and reproduction by AIR-71543; and

(9) ensure review of official publications per SECNAV Instruction 5600.16A prior to submission for reproduction.

8. Forms. DD 282, DOD Printing Requisition/Order, and DD 283, Defense Printing Service Requisition - Short Form are available in the NAVAIRHQ Forms Stock Room.


H. E. GOLDSTEIN
By direction

Copy to:

SNDL: C84B (Morgantown (1 copy)); FKA1A (AIR-07D21 A/L (1 copy), AIR-7153 (5 copies), AIR-71532 (10 copies), AIR-71541A (40 copies))

Stocked: NAVAIRHQ (AIR-71541A)